



DEPARTMENT OF PERSONNEL

ADMINISTRATIVE REGULATION NO. 108

EMPLOYEE TRAINING

Revised and Effective: September 6, 2019

I. PURPOSE

The purpose of this administrative regulation is to ensure that all employees have access to training and development opportunities.

In addition to on the job training received by employees on the work site, there is some training that is given on a Citywide basis by the Training and Organizational Development Section of the Department of Personnel. Listed hereafter is training that is mandatory and must be attended by employees within the time frames noted, absent written approval by the Director of Personnel for an exemption or an extension of time to complete the training. Additional training opportunities offered by the Department of Personnel can be found at <https://www.stlouis-mo.gov/government/departments/personnel/divisions/training-organizational-development.cfm>.

II. MANDATORY TRAINING - ALL EMPLOYEES

1. New Employee Orientation - This training must be attended by all employees within thirty (30) calendar days of an employee's initial date of appointment.

2. Harassment/Discrimination/Social Media Policies - This training must be attended by all employees within six (6) months of an employee's initial date of employment. Thereafter, the training must be taken once each calendar year.

3. Workplace Violence Policy - This training must be attended by all employees within six (6) months of the initial date of employment.

4. Defensive Driving - This training must be attended by all employees who drive a City vehicle or their own personal vehicle for conducting City business. This training must be taken within thirty (30) days of the employee's appointment to a position which requires that the employee drive. Thereafter, it must be taken once every three (3) calendar years.

5. Ethics - This training must be attended by all employees within six (6) months of an employee's initial date of employment and, thereafter, once every three (3) calendar years.

6. HIPAA - This training must be attended by all employees who have access to protected health information as defined under the HIPAA regulations. The training must be taken within six (6) months following appointment to a position in which the employee will have access to protected health information. Thereafter, the employee must attend said training once every three (3) calendar years.

III. MANDATORY TRAINING - SUPERVISORS ONLY

1. Drug and Alcohol Testing - This training must be attended by all supervisors within six (6) months of being appointed to a supervisory position. Supervisors who have not taken this training may not refer employees for reasonable suspicion drug and alcohol testing.

2. Effective Supervisory Practice - This training must be taken by all supervisors within six (6) months following appointment to a supervisory position. No supervisor shall attain permanent status without the required training unless the Director of Personnel authorizes additional time for completion of said training or waives the requirement based on the employee having already obtained equivalent training. Said authorization will only be given under extraordinary circumstances as determined by the Director of Personnel.

3. City Policies and Procedures - This training must be taken by all supervisors within six (6) months of being appointed to a position as a supervisor. This will include training on the Service Rating Manual, Discipline Policy as well as other policies, regulations and procedures of the City.

IV. ATTENDANCE AT TRAINING

Employees are encouraged to attend training that will assist them in the performance of their duties. Employees who wish to participate in training must receive approval from their supervisor or from the manager designated by the employee's appointing authority. After approval is received, employees can register for said training at (314) 622-5763 or online at <https://www.stlouis-mo.gov/government/departments/personnel/divisions/training-organizational-development.cfm>.

Employees who have registered for training but are unable to attend should notify the Training and Organizational Development Section as soon as possible once they have determined they are unable to attend. The Training and Organizational Development Section will notify the appointing authority of any employee who registers and fails to appear for training and/or fails to give notice of his/her inability to attend the training. Further, it will notify the appointing authority if an employee fails to attend the entire training class.

Supervisors and appointing authorities are responsible for ensuring that their employees attend training within the mandated time frames. Failure to require an employee to attend training within the required time frame may result in disciplinary action.

Questions about this administrative regulation or requests for related assistance should be directed to the Training and Organizational Development Section of the Department of Personnel

at 622-5763. The Training and Organizational Development Section is available to provide on site training at departments/divisions of any of the above topics for groups of employees. Appointing authorities should contact the above number to request said training be provided on site.

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